

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 13-55
Page 1 of 2

STATE OF ILLINOIS
STATE RECORDS COMMISSION

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-2647

AGENCY

Department of Children and Family Services

DIVISION

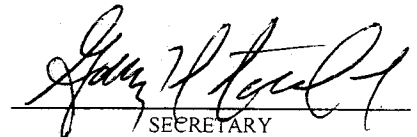
Office of Employee Services

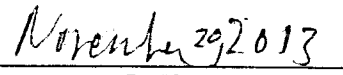
SUBDIVISION

Employment Selection and Leaves


ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION


CHAIRMAN


SECRETARY


DATE

Pursuant to the provisions of the *State Records Act* (5 ILCS 160/1 et seq.), I hereby request authority to dispose of state government records according to the schedule which follows. I certify that those records to be disposed of will not be needed in the transaction of current business nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this agency. I also certify that any microfilm or digitized copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.


SIGNATURE OF AGENCY HEAD


DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- the individual retention period is complete;
- all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated;
- the items are correctly listed on a Records Disposal Certificate submitted to and approved by the State Records Commission 30 days prior to disposal.

Certain records, as stipulated on this application, may be microfilmed or digitized and the original hardcopy record disposed of if the record is microfilmed or digitized in accordance with the standards of the State Records Commission Rules and if the film or digitized copy is retained for the prescribed retention period. **Disposal of records after microfilming or digitizing must be noted on a Records Disposal Certificate.**

**THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)**

Application No. 13-55
Page 2 of 2

Item No.	Record Series Title, Description and Recommendation	Action Taken
----------	---	--------------

1. Unemployment Claim Files

Dates: 2003-
Volume: 17 Cu. Ft.
Annual Accumulation: 1 ¼ Cu. Ft.
Arrangement: Alphabetical

This record series consists of files maintained by the Department of Children and Family Services for claims as chargeable and/or non-chargeable employer from the Illinois Department of Employment Security. The files may contain Notices of Claim to Chargeable and/or Non-Chargeable employer, Notices of (Telephone) Hearing, referee's decision, Notices of Further Review (Board of Review), Board of Reviews decision, Statement of Amount Due for Benefits Claimed, documentation supporting the employer's position, and related correspondence. Unemployment compensation claims are filed with the Illinois Department of Employment Security under the provisions of the "Unemployment Insurance Act" (820 ILCS 405).

Recommendation: Retain in office for two (2) years after closure of case, then transfer to the State Records Center for four (4) years, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
as amended
11/20/13**